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Manual of Rules

—FOR THE—

Missionaries of the
Evangelical Association



ORDERED BY THE BOARD OF MISSIONS

1918

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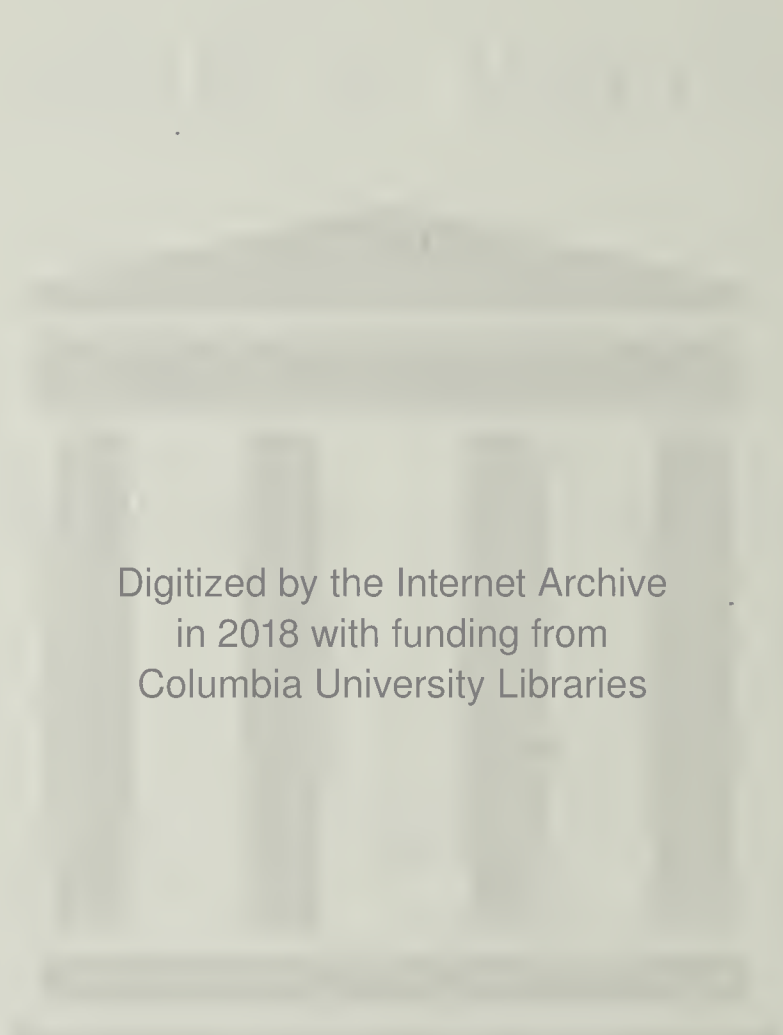
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I. Appointment of Missionaries

GENERAL REQUIREMENTS

1. Persons desiring appointment as missionaries to the foreign field are expected to answer a series of personal questions as to health, Christian experience, etc., provided for candidates, and to undergo a medical examination by a physician designated by the Board or its Executive Committee. Also in a letter of application to state briefly: their religious history; motives for desiring to engage in the work of foreign missions; experience in active Christian service; whether they expect to go married or single; and to furnish any other information which the Board ought to have, bearing upon their appointment.

It is most desirable that those appointed as missionaries should have the same general qualifications which make a Christian worker useful and successful at home; that they should have been approved as winners of souls, and that they should possess deep piety of life and spiritual power. Names should be furnished of those who can speak of the candidate's qualifications in these regards.

MINISTERIAL MISSIONARIES

2. In addition to this, those seeking appointment as ministerial missionaries will be required to furnish testimonials from their college and seminary professors, or something equivalent, as to their literary and theological attainments; also recommendations from their conferences as to their standing

and qualifications for missionary work. Without such recommendation of conference, no ministerial missionary will be commissioned. It is expected that such candidates should have had some experience in personal evangelistic effort.

MEDICAL MISSIONARIES

3. Those desiring appointment as medical missionaries (both men and women), in addition to the general requirements and qualifications specified in Rule 1, must furnish testimonials, especially from the pastor of the church to which they belong, as to their Christian character, soundness in the faith and adaptation to missionary work; also recommendations from competent persons, such as their teachers, as to their literary qualifications, and from their medical professors and others as to their professional attainments.

Unordained men, other than medical missionaries, applying for appointment, are required to furnish similar testimonials, except the certificate of professional qualifications; especially letters bearing upon their qualifications for the form of missionary work proposed.

SINGLE WOMEN

4. Single women, including physicians, should in all cases make their application for appointment through the Woman's Missionary Society. Such applicants shall furnish the information required in Rule 1, and recommendations from their pastor as to their literary qualifications, Christian character, soundness in the faith, practical experience in Christian work, aptness to teach the Bible, and adaptation to the form of missionary work contemplated.

Single women who are candidates for appointment as missionaries are informed that it is earnestly recommended:

(1.) That they will not marry within the circle of the Board's Missions in less than three years from the date of their arrival on the field; and that they will not marry outside the Board's Missions in less than five years from said date.

(2.) That single women who are appointed as medical missionaries will not marry, either within or outside the Board's Missions, in less than five years from the date of their arrival on the field. This rule shall not apply to nurses.

(3.) Should, however, a single woman appointed as missionary marry outside the Board's Missions within five years, then such missionary must refund to the Board pro rata in proportion to the amount of money spent for their journey and outfit.

THE WIVES OF MISSIONARIES

5. The wives of missionaries are regarded as associate missionaries, uniting with their husbands in desire and effort to give the Gospel to the unevangelized. It is expected that, so far as is consistent with their strength and household duties, they will learn the language and take part in missionary work. Wives of men seeking appointment, or women expecting to become wives of missionaries, are expected in a personal letter to give some account of their religious experience and their interest in the cause of foreign missions; also to furnish satisfactory testimonials as to their Christian character, their experience in Christian work, and the educational advantages they have enjoyed; also to answer the series of personal questions and to undergo the medical examination provided for in Rule 1.

The wives of missionaries shall be advisory members of the Mission Council according to Rule 30.

TESTIMONIALS

6. Justice and kindness alike require that in all cases testimonials be full, discriminating and impartial. They should be sent directly to the Secretary of the Board to which they make their application by those writing them, and if desired will be regarded as private and confidential.

DESIGNATION OF FIELD

7. Designation of field is sometimes made subsequent to the time of appointment. In making this designation the preference of the candidate is always considered. So far as practicable, care is taken to assign persons to the field for which they seem to be best fitted, and where they will be likely to accomplish most in the service of Christ.

OUTFIT

8. In all cases of outgoing missionaries the following grants for special expenses or outfit will be made if desired by the missionaries:

To an unmarried missionary. \$100.00

To a man and his wife. \$200.00

except where by vote of the Mission Council and approval of the Boards, smaller grants may be agreed upon. No account need be rendered as to how the outfit money is spent, save that we would advise retaining at least one-half of the amount for expenses on the field.

Should a missionary retire from the field after a service of three years or less, for any other cause than that of failure

of health, it is expected that an equitable return of the special allowance will be made to the Board, due regard being had to the expenses incurred and services rendered.

MEDICAL OUTFIT

9. There will be provided in addition to the foregoing for a medical missionary, whenever necessary, an allowance not to exceed \$150, for surgical outfit. This allowance is not made to medical missionaries appointed to established hospitals. These will be granted only a sufficient sum to provide a hand medical case at a price not to exceed \$75.00. On withdrawal of missionary physicians from connection with the Board, all such outfits shall be reported to the Board and turned over to the Mission Treasurer, to be held subject to the Board's instructions.

On the removal of a medical missionary from one Station to another the medical outfit shall remain for the successor, unless the medical work is to be closed or unless there is no outfit at the Station to which removal is made.

Medical missionaries shall as soon as possible after arriving on the field file an inventory of purchases made with the medical outfit allowance, and also keep a list available of purchases of instruments and hospital furnishings made from the earnings of the hospitals under their charge.

THE JOURNEY

10. The Board pays the expense of the journey from the home of the missionary to his Station, or vice versa, by a direct route. If any missionary wishes to deviate from this route and there be no valid reasons to the contrary, he shall

receive a sum equal to the expense of the direct journey as estimated by the Board at the time. The expense is based upon the shortest and least expensive route, and is not intended to include items of emergency beyond those incident to delays from disarranged service. In case of deviation from the direct route, the additional expense, which is assumed by the missionary, will be charged against his salary account.

The Board pays freight and customs duties to the field within reasonable limits and not on more than is included in the regular freight and baggage allowance. The freight allowance for new missionaries, not including pianos and organs, is two measured tons for a single missionary, and four tons for a married missionary, except as may be determined by special action of the Board. An allowance of one measured ton of freight is made for each missionary and one-half ton for each child returning from the field on furlough or returning to the field after furlough.

PASSPORTS

11. All our missionaries are instructed to secure passports before leaving the home land, as exigencies may arise at any time in any foreign country in which a passport would be of great service. We also require all missionaries to register in the United States Consulate in the country to which they have been assigned.

II. Support and Work of Missionaries

SALARY

12. The salaries of missionaries are fixed by the General Conference, or in case of special exigency by the Board, according to the expense of living. The salaries are determined after correspondence with the Missions. The general idea on which they are fixed is that of giving a comfortable support to the missionaries while they continue under commission of the Board on the mission field. Usually a house is provided or house rent paid, with an allowance for children.

In case of the death of a married missionary the full salary or allowance shall be continued for the support of the widow for a period not to exceed six months, and if she desires to return to the home land her moving and traveling expenses shall also be paid by the Board; but in the case of death of an unmarried missionary, either man or woman, the salary shall cease with death, but the Board will take care of all reasonable funeral expenses.

In the case of a missionary left a widower with children and keeping house, and of a widow similarly situated, continuing in the service of the Mission, the salary shall be specially arranged in view of all the circumstances.

13. The salary begins, as a rule, when the missionary starts for his Station, or sooner if the missionary under appointment is in the service of the Board in the home land. As soon as a missionary under appointment ceases to draw salary from his former appointment, as a minister, or if the missionary be

a layman and his income as a layman ceases, the Board is authorized, if it deems it advisable, to begin the salary of the missionary from the time such former salary or income ceases. In no case, however, shall the salary of the missionary antedate the time of his appointment as missionary. Salaries shall be paid to the missionaries at the end of each month, so far as practicable.

The salaries of missionaries who withdraw from the service of the Board shall cease when they leave their Station or on termination of their connection with the Board.

TERM OF SERVICE AND FURLOUGHS

14. The appointment of missionaries contemplates service for life, if the Lord will. Periodical furloughs, however, are in complete accord with such service. The change afforded tends to preserve or restore the health and energies of the missionaries, and their presence in the churches at home increases interest in mission work. Therefore the male missionaries in a non-Christian land shall have a furlough after every seven years of continuous service on the Mission field; the single lady missionaries shall have a furlough after six years of continuous service on the field; in each case as long in duration as the Board or its Executive Committee may direct.

Furloughs, unless otherwise specified, are in addition to the time required for a direct journey to and from the field. As furloughs will be extended by the Board only for imperative reasons, great care ought to be taken in fixing the time of departure from the field, so that risks of climate may not interfere with the return at the expiration of the year. The approximate date of departure from the field should be fixed

at a regular meeting by the Mission Council and reported to the Board or the Executive Committee.

Any other leave of absence than the furlough thus provided for will be by vote of the Board on recommendation of the Mission Council, except where a critical condition of health does not admit of delay, in which case the approval of the Mission Council will be deemed sufficient; the action to be promptly reported to the Board with medical certificate. Where a consultation of the medical missionaries of a Mission is practicable, it shall be only on the recommendation of such a consultation that missionaries shall be ordered home on account of ill health.

The Board cannot assume the responsibility of bringing missionary families home on account of the health of children. The Board provides for the traveling expenses of the children to and from the field, as specified in Rule 28. Beyond this the Board feels that it is not proper to use mission funds in providing furloughs and traveling expenses on account of health, or in the case of children. The Board will interpret and apply these principles in a just and reasonable way.

PLACE OF FURLONGHS

15. As furloughs, while primarily contemplating the health of the missionary, have reference also to the advantage of the missionary cause in the Church at home, it is desirable that they be spent in the country known as their home. Any missionary wishing to spend part of the furlough in other countries is expected to correspond with the Board with reference to the time to be spent.

As the Board pays the traveling expenses to the home of the missionary, it is necessary that the domicile be stated

when rendering the travel account and that the journey there-to be according to the provision in Rule 13.

If the missionary has no settled home in his or her home land, then the domicile shall be considered that place at which he spends the greater part of his furlough, and not the farthest point to which he may travel in making visits among relatives and friends.

TRAVELING ON FURLOUGHS

16. When leave of absence has been granted, the Board defrays the expense of the journey by the usual direct route from his Station to the home of the missionary in this country. Arrangements for the home journey should be made on the most economical basis consistent with comfort and safety, and wherever possible by the Treasurer through accredited agents of the Board.

17. Missionaries in returning home should bring a statement of accounts from the Mission Treasurer, such statement to cover the salary account and other accounts, and funds furnished for traveling expenses, and should at once send to the Treasurer of the Board a full statement of traveling expenses; also home address.

HOME ALLOWANCES

18. While the missionary is on furlough he or she shall be allowed full salary during the furlough period fixed by the Board or its Executive Committee, and when traveling in the employ of the Board shall also be allowed traveling expenses. An allowance shall be made for rent when necessary, the amount of which to be determined by the Board or its

Executive Committee. Arrangements for the itinerary of the male missionary shall be made by the Executive Committee, and in the case of a single lady missionary by the Woman's Board.

WORK AT HOME

19. It is expected that missionaries while at home will avail themselves of all reasonable opportunities to arouse the zeal and interest of individuals and organizations in the mission work. The interests of the work as a whole, however, require that no effort should be made to secure funds for any object not approved by the Board.

The Board defrays the traveling expenses of missionaries visiting ecclesiastical bodies or churches in this country at its request, when the expenses are not otherwise paid.

EXTENSION OF FURLOUGH

20. For satisfactory reasons the furlough may be extended, but at the end of the time agreed upon, if the consent of the Board is not given, payment of salary and other expenses will be discontinued, and at the end of the second year the connection of the missionary with the Board will be terminated, except in special cases.

VACATIONS ON THE FIELD

21. Such brief vacations on the field as may be necessary for the best interests of the mission force are to be determined both as to time and length by the Mission, on the basis of plans submitted by the Council and approved by the Board.

MEDICAL ALLOWANCES

22. At Stations in China where medical missionaries are laboring under commission from the Board, they are regarded as the physicians of the missionary families connected with the Board, and services shall be rendered them free of charge. The Board will not be responsible for expenses incurred in seeking medical aid elsewhere. In case any of our medical missionaries need special medical attention, or in case of the physical breakdown of a missionary or of sickness in his family, necessitating his return to the home land, the Board will deal with each case as circumstances may require. For the missionaries in Japan an allowance shall be made for all medical bills over \$20.00, not including drugs or dental bills, provided such medical bills are approved by the Executive Committee of the Japan Mission Council. No medical allowance can be made for missionaries on furlough except in circumstances of extraordinary necessity.

KNOWLEDGE OF THE VERNACULAR

23. The ability to read, but especially to speak the native language, is an indispensable qualification for missionary service. To aid in securing this each Mission is required, through competent committees, to examine all new missionaries at the close of the first and second years of service, and at such other times as the Mission may deem wise, as to their knowledge of the native tongue, and to report the result to the Board.

Personal teachers will be provided for all missionaries for a period not exceeding six years, with the understanding that

if the requisite examinations are passed before this, and a teacher is not needed, his employment shall cease.

Exceptions to this rule can be made only by the Board upon recommendation of the Mission Council.

REMUNERATION FOR OUTSIDE WORK

24. The missionary while in connection with the Board will give his time and strength to the work of missions under the direction of the Mission Council and the Board, and in accordance with the provisions of these Rules. If, with the express sanction of the Council and the Board, he shall temporarily undertake work not under the care of the Board, any sum of money paid for such work shall be turned into the treasury of the Mission and reported to the Board, except with the approval of the Mission Council and the explicit consent of the Board to the contrary. Where the regular work is a source of revenue, such as medical fees, etc., the amount received shall be similarly reported.

SUPPORT OF SUPERANNUATED MISSIONARIES

25. No pensions are allowed under any circumstances; but if missionaries when aged and infirm remain in the field with the approval of the Council and the Board, their support shall be continued because of such service as they may be able to render and the good influence of their Christian example, counsels and prayers. Single lady missionaries who become disabled and return to the home land shall be provided for here. All other cases naturally fall within the scope of the Superannuation Fund.

WITHDRAWALS FROM SERVICE

26. In the event of withdrawal from missionary service for reasons considered sufficient by the Board, it will defray the expenses of the journey to the home land, provided said journey be made within a year from the date of withdrawal, and may make a grant of funds to meet present exigencies in cases of special need. If further assistance is required after his return and his ceasing to be connected with the Board, the case of the ordained missionary and his family falls within the province of the Superannuation Fund in common with the cases of his brethren in the ministry in this country in like circumstances.

CHILDREN OF MISSIONARIES

27. An annual allowance of \$75 is granted for each child from birth to six years of age, of \$100 for each child between the ages of six and twelve and of \$125 for each child between the ages of twelve and eighteen years. This grant ceases when the relation of the missionary with the Board has been severed. In case a missionary dies the allowance for his children, if required, shall be continued within the same age limits. If at any time the allowances to the children of the deceased missionary are no longer needed for their support, they shall cease to be drawn. The amount of children's allowances to be paid to any one missionary family in a single year, shall not exceed \$500.

28. The Board defrays the expense of the journey of the children of missionaries to this country under the age of eighteen, provided that the number of single trips of any child

between this country and the foreign field for which the Board shall be responsible shall not exceed five; but it does not engage to meet the expense of their return after the age of sixteen to the country from which they came unless they go out as missionaries under the appointment of the Board.

RIGHT TO RECALL

29. The Board reserves the right of recalling missionaries or of revoking their appointment for sufficient reasons, which are to be of record, and to be submitted to the General Conference, with the minutes of the Board. When the usefulness of any missionary is open to serious question on the field in which he has been laboring, it shall be the duty of the Mission Council to make proper investigation and to report its judgment to the Board. After the connection of missionaries with the Board has been terminated, no payments of money on their accounts will be made unless by special agreement.

The Mission

THE MISSION COUNCIL

30. All male missionaries and single lady missionaries, under appointment by the Board, within a certain country, shall constitute the Mission Council of that field, with the following restrictions:

An unordained missionary and a single lady missionary shall not be considered full members of the Mission Council of any of our foreign fields until after the end of the first year of service on the field, and after they have passed the language examinations for the first year. Missionaries in China attending the Language School for one year shall become full members of the Council at the next annual meeting following their entrance into the active work on their respective fields. The wives of the members of the Council shall be considered advisory members of the Mission Council.

MISSION SECRETARIES

31. Each Mission shall have a Secretary elected by the Board of Missions, whose duties shall be to record accurately the proceedings of the Mission Council, to receive and keep files of all official correspondence addressed to the Mission, to receive and distribute all report forms and see to it that these and all minutes and reports provided for are, in proper form and season, returned to the Home Secretary in charge of the correspondence, to see that all communications addressed to the Mission have proper reply, and to perform

such other functions as shall be assigned by the Mission Council. The above does not apply to correspondence between the Board and the Mission Treasurers.

POWERS OF THE MISSION COUNCIL

32. The Mission Council has the general care and supervision of all work within its limits. All questions of administration are subject to its judgment, but all its proceedings must be submitted to the Board for approval. All requests requiring the action of the Board must be accompanied by the action of the Mission Council upon them. No missionary is permitted to make proposals to the Board or its Executive Committee or to the Woman's Board without first submitting such proposal to the Mission Council for its judgment.

MEETINGS OF THE MISSION COUNCIL

33. The Mission Council shall meet at least once a year. An accurate record of its proceedings shall be kept by the Secretary of the Mission, a copy of which shall be sent as soon as possible after the meeting to the Executive Secretary of the Board of Missions for the Board's approval. No communications, excepting those containing general information about the work of the Mission, shall be sent to the Executive Secretary before they have been approved by the Mission Council. All matters requiring the action of the Board of Missions should be transmitted in a strictly business manner, distinct from matters of general missionary interest.

The traveling expenses to the meetings of the Mission Council shall be paid to all members of the Mission and to wives of missionaries who are advisory members of the Mission Council.

LITERARY WORK

34. Literary work, such as translating and the preparation of religious and educational books, should be undertaken only with the consent or by the appointment of the Mission Council and approval by the Board, and by persons adjudged to be most thoroughly acquainted with the language.

BUDGETS

35. At the annual meeting the Mission Council shall prepare a careful estimate of the probable necessary expenses of its work for the next ensuing year. The Estimate blanks prepared by the Board should be used for this purpose. The estimates should be forwarded without delay to the Secretary-Treasurer of the Board, and will be acted upon by the Board as promptly as possible.

A copy of the estimates of the work of the Woman's Missionary Society must also be sent to the Secretary of the Woman's Missionary Society.

APPROPRIATIONS

36. As the Board must render annual reports to the Church of its expenditures on the foreign field, the various Missions must consider each year's appropriations as available only during the year for which they are made.

37. Each Mission will be responsible for bringing its expenditures for the year within its appropriations, and that any overdrafts will be charged against the appropriations for the ensuing year.

Where, at the end of the year, any Mission closes its accounts with a balance, this balance shall be reported to the

Board and be applied toward meeting the appropriations for the new year, reducing by so much the amount to be sent out from the General Treasury.

SPECIAL APPEALS

38. All money not paid through the Treasurer of the Board, but received for the work by missionaries from Churches, or other organizations or from individuals, should be reported through the Mission Treasurers. The Board feels that wherever consistent with the will of the donor, such gifts should be applied to the regular budget of authorized expenditures for the year until this has been wholly met. But if this is not allowable, the Board considers it but just to the Church and to the givers themselves and to the work as a whole, that all gifts going out to the field should be reported to the Mission Treasurers, and the Mission Treasurers should make report to the Board, showing:

(a) All gifts passing through their hands for special purposes.

(b) As far as possible, all gifts not passing through their hands, but received and expended by individual missionaries for the work.

SUPREME AIM OF WORK

39. The great end of missionary life and service is the preaching of Christ crucified. All forms of work must be subordinate to this end, and all methods of missionary effort, medical, educational, industrial, etc., will be sanctioned and supported by the Board only as they contribute to a wider and more effective proclamation of the Gospel and give promise of vital missionary results.

PROPERTY

40. No property is to be purchased or sold, nor any building erected for the Board, without its sanction. None of its property is to be mortgaged or assigned for any debt. All property given or purchased for its use shall be at once transferred to it, or be held in trust for it.

Gifts on the field or from sources outside of the Board's Treasury for the erection of buildings on the property of the Board, or for enlarging or improving buildings already in use, or for acquiring new property, must be reported to the Board, and before these gifts are expended full plans of the improvements contemplated should be submitted to the Board for its approval.

Title deeds of all property are to be duly recorded in the way required by the government within whose territory the Mission is located; copies thereof, with diagrams of land and buildings, to be sent to the Treasurer at Cleveland, Ohio. All repairs on buildings shall be included in the general estimates, and no enlargement or alteration involving expenses shall be made without the concurrence of the Mission Council, and, if amounting to more than \$100, the sanction of the Board.

41. Each year the Mission Council should forward to Cleveland, upon property blanks furnished for such purpose, all details of new property acquired, or buildings erected, so that the Board's files may be kept up to date.

Missionaries who expend funds belonging to the Board, or who in any way involve the Board in property or financial obligations, without its consent, will be held personally responsible for the amount.

PROPERTY ACQUIRED

42. No plans shall be adopted nor any land purchased, without the approval of the Mission Council in addition to the Board's approbation. The Mission Council shall have general supervision of the erection of all buildings. Copies of all plans approved by this Council shall be forwarded as soon as possible to the Treasurer of the Board.

SALE AND RENT

43. Property not in use and not likely to be needed for missionary purposes should be disposed of promptly, or as soon as a fair price can be obtained. Sales are to be authorized by the Mission Council on terms approved by them and confirmed, in cases of real estate, by the Board. The proceeds of such sales should be credited to the Board and reported at once. Where property unused by the Mission can not be sold, it should be rented as advantageously as possible and the proceeds reported to the Treasurer of the Board; in such cases the character of the tenant and the proposed use of the property is to be carefully considered.

PRINTING PRESSES

44. No printing establishment or press shall be erected without the express sanction of the Mission Council and the Board, and no printing establishment of the Board shall be used for private work or for any missionary publications except under authorization of the Mission Council; and letters, tracts, or appeals printed at these establishments at the expense of the Board, with a view to their being sent to individuals or communities in the United States and Canada must have the authorization of the Board.

REPORTS

45. The Secretary of each Mission, at the close of the Mission year, shall prepare reports, statistical, financial, and general, of the various departments of its work and submit them to the Mission Council at its annual meeting. Each missionary also shall prepare a report of his or her labors during the year, and submit it to the Mission Council. All these reports, with the Mission Council's judgment thereon, shall be sent *promptly* to the Executive Secretary of the Board at Cleveland, Ohio, and a copy of all reports, financial or other, shall be sent directly to the Secretary of the General Board of the Woman's Missionary Society at Cleveland, Ohio, and such reports must reach the officers herein referred to in good time, that they may be enabled to make proper reports to the Board of Missions.

Treasurers

MISSION TREASURERS

47. The Board or its Executive Committee shall elect a treasurer for each Mission, said treasurer to assume his duties at the time designated by the Board. It devolves on the Mission Treasurer to preserve carefully all deeds of Mission property and other legal papers not transmitted to the Board; to keep in official books, procured at the Board's expense and to be the property of the Board, clear and correct accounts of all receipts and payments, and to have vouchers for the latter, and to keep files of all official correspondence properly belonging to his department. His books must be open to the inspection of any member of the Mission at any reasonable time.

48. The Mission Treasurer is the agent of the Board for the distribution of the amount appropriated for the Mission, and is responsible to the Board for all funds forwarded to him, these funds to be kept in a bank or other safe depository approved by the Mission Council. No funds of the Board shall be loaned under any circumstances. There is no warrant for assuming liabilities on behalf of the Board, without the actual consent of the Board, and it is within its proper right to repudiate any such obligations. The acceptance of funds for deposit, and the investment of the same in any form of security, must be avoided. The advancing of funds for

the construction of chapels or in behalf of any individual, however urgent might appear to be the necessity, is unwarranted.

The principle of this paragraph is to be strictly construed, there being no warrant for disbursements beyond the limit of appropriations, except in cases for which the Rules provide.

49. He is also the agent of the Board to enforce any Rules governing the use of revenue derived from such sources as tuition fees, medical fees, press earnings and premium on exchange, etc. Such funds must be paid to him, and be by him reported to the Treasurer of the Board.

The Mission Treasurer will also examine and check journey accounts presented by missionaries upon their arrival in the field, calling the attention of the traveler to any items incorrectly entered.

50. The Treasurer of the Board is directed to remit to each Mission Treasurer, the amount appropriated for his Mission during the fiscal year of the Board, and only that amount; this to be forwarded regularly and in monthly installments.

51. The receipt of such remittances is to be officially acknowledged by the Mission Treasurer, and for all such funds he must return a semi-annual report to the Board through its Treasurer, duly audited by a committee of not less than two, appointed for such purpose by the Board at its annual meeting. This committee shall meet to audit the accounts of the Mission Treasurer as soon as possible after December 1st and June 1st in each year. A clear and exact copy of all receipts from and all expenditures for the Woman's Work in the Mission must also be sent by the Mission Treasurer each half year to the Treasurer of the Woman's Board.

52. In auditing the accounts the committee of the Mission is expected not only to examine the footings and vouchers for each payment, but also to report whether the disbursements under appropriations were made in accordance with the wish of the Board. The audit should include an examination of the cash in bank and all accounts of the Treasurer and all departments of the Mission involving the receipts and disbursements of funds, including schools, hospitals and medical work, orphanage and printing establishment. And a report of the committee of the Mission certifying that the audit required by this paragraph has been made, and the results thereof should be forwarded to the Treasurer of the Board.

53. The Treasurer of the Board may require from time to time concise statements of the condition of the Mission treasuries with summary of receipts and disbursements in American gold, but the full detailed statement of the Mission must be rendered semi-annually, according to Rule 50.

54. The general control of these funds is intrusted to the Mission, subject to the direction of the Board, but the funds must be used substantially in accordance with the appropriations as made, and can in no case exceed the amount without special authority being obtained.

55. The Mission Treasurer shall devise reasonable rules to secure sub-treasurers' proper accounts, such rules to be approved by his Mission Council, and a copy sent to the Treasurer of the Board.

56. If desirable, the Woman's Board shall appoint sub-treasurers, one for Japan and one for China, to whom the funds appropriated for the operating expenses of the Woman's Work, on the basis of the approved annual budget, shall

be paid. Said sub-treasurers shall pay all properly authorized operating expenses connected with the Woman's Work, shall submit audited semi-annual reports to the Mission Treasurer, who, besides reporting to the Treasurer of the Board, shall also forward copies of such reports to the Treasurer of the Woman's Board.

PURCHASES AND MONEY ORDERS

57. The Treasurer of the Board is authorized to make purchases for the missionaries of the Board, but all charges, including freight, shall be deducted from the salary of the missionary. The Treasurer of the Board shall require such form of order for goods as will bind the missionary, and inasmuch as the Board is asked to advance money on such orders, the Treasurer on the field through whom the amount must be collected shall have cognizance of the obligation assumed. This shall be effected by the countersigning of the order by the Treasurer on the field and a duplicate of the order shall be filed with the Treasurer so countersigning.

These purchases are for the Mission work and for the missionaries' personal needs and do not include purchases for others not directly associated with the Mission.

58. The Board's Treasurer may receive and transfer to the field, funds handed him for the private use of missionaries, and in turn pay upon authority funds transferred to him by the missionaries.

Such transfers will be made under rules which he may make, but shall only be made for actual value received.

TREASURER'S ANNUAL REPORT

59. As the Board for the purposes of its Annual Report closes its books on August 31st, in each year, the Treasurer of the Board shall require from the Mission Treasurers such reports as will enable him to prepare his report. All unused funds and unfinished work must be reported at the end of each year.

* * *

60. All rules heretofore in force, but now conflicting with the rules contained in this Manual, shall be and are hereby annulled.

INDEX

A	
Aged and infirm missionaries -----	15
Allowances, freight -----	8
medical -----	14
for children -----	16
Appeals, special -----	21
Appropriations -----	20
B	
Budgets -----	20
C	
Children of missionaries -----	16
Customs duties -----	8
D	
Death of missionaries -----	9, 16
Designation of field -----	6
E	
Estimates of mission -----	20
Extension of furloughs -----	13
F	
Freight allowance -----	8
Funds of the mission -----	25
Funeral expenses of missionaries -----	9
Furloughs:	
of male missionaries -----	10
of single lady missionaries -----	10
duration of furlough -----	10
place of furlough -----	11
traveling on furlough -----	12
home allowances -----	12
work at home -----	13
itinerary of missionaries -----	13
extension of furloughs -----	13
H	
Home allowances -----	12
J	
Journey, The -----	7

INDEX—Continued

K

Knowledge of the vernacular -----	14
-----------------------------------	----

L

Language school in China -----	18
Language study -----	14
Leave of absence -----	11, 12
Literary work -----	20

M

Marriage of lady missionaries -----	5
Medical allowances -----	14
Medical outfit -----	7
Meetings of Mission Council -----	19
Mission Council, The -----	18, 19
Missionaries, ministerial -----	3
medical -----	4
unordained -----	4
women -----	4
wives of -----	5
Missionaries to register -----	8
Missionaries' wives members of Mission Council -----	6, 18
Mission secretaries -----	18
Mission treasurers -----	25

O

Outfit of missionaries -----	6
Outfit of medical missionaries -----	7

P

Passports -----	8
Pensions -----	15
Personal teachers -----	15
Plans for buildings -----	22
Powers of Mission Council -----	19
Printing presses -----	23
Property -----	22, 23
Purchases and money orders -----	28

R

Recall of missionaries -----	17
Remuneration for outside work -----	15
Reports from the missions -----	24
Reports to Woman's Missionary Society -----	20, 24, 26, 28

INDEX—Continued

Requirements, General -----	3
Retiring from service -----	6
Right to recall -----	17

S

Salaries of missionaries -----	9
fixed by General Conference -----	9
when it begins -----	9
paid monthly -----	10
ceases at withdrawal -----	10
Sale and rent of property -----	23
Single women -----	4
Special appeals -----	21
Study of native language -----	14
Superannuated missionaries -----	15, 16
Support of missionaries -----	9, 15
Supreme aim of the work -----	21

T

Teachers for missionaries -----	14
Testimonials -----	6
Time of service -----	10
Title deeds of property -----	22
Treasurer's annual report -----	29
Treasurers of missions -----	25
Treasurers of Woman's Board -----	27

U

Unordained men -----	4
----------------------	---

V

Vacations on the field -----	13
------------------------------	----

W

Widow continuing in service -----	9
Widows, Allowance for -----	9
Widower, Missionary left a -----	9
Withdrawals from service -----	16
Wives of missionaries -----	5, 6, 18
Women, Single -----	4
Work of missionaries at home -----	13

Cleveland,

The Missionary Society of The Evangelical
Association of North America

G. E. EPP, Trans.

EVANGELICAL PRESS, C. HAUSER, PUBLISHER, CLEVELAND